



USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72030618R10027

ISSUANCE DATE: July 22, 2018
CLOSING DATE/TIME: August 05, 2018 (4:30 PM, Kabul Time)

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) – **Acquisition and Assistance Specialist FSN-11 (Trainee Levels at FSN-10 and FSN-09) (Multiple Vacancies)**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to KblAIDHR@usaid.gov.

Sincerely,

Dustin Kohls
Executive Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72030618R10027
- 2. ISSUANCE DATE:** July 22, 2018
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** August 05, 2018 no later than 4:30 pm Kabul time.
- 4. POSITION TITLE:-**Acquisition and Assistance Specialist - (Multiple Vacancies)
- 5. MARKET VALUE:-**Equivalent to **FSN-11 (Trainee levels at FSN-10 and FSN-09) (Step 1-13)**
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of US Embassy Afghanistan. Final compensation will be negotiated within the listed market value.
- 6. PERIOD OF PERFORMANCE:-**The period of performance is one year, with the possibility of extensions up to a total of five years, subject to availability of funds, satisfactory job performance and need for continued service.
- 7. PLACE OF PERFORMANCE:** Kabul, Afghanistan.
- 8. SECURITY LEVEL REQUIRED:** As an employment precondition, the successful applicant is required to obtain U.S Embassy Afghanistan RSO Security Clearance.
- 9. STATEMENT OF DUTIES**

1. General Statement of Purpose of the Contract

The position is located in the Office of Acquisition and Assistance, USAID/Afghanistan. The function of the Office is to provide Acquisition and Assistance (procurement) support to Mission Technical Offices and to Development Objective (DO) and Assistance Objective (AO) Teams in the Mission and in any Regional Offices that may be supported by the Mission. The primary purpose of this position is to review and recommend approval or revision of requisitions in the Global Acquisition and Assistance System (GLAAS); review and recommend approval or revision of Scopes of Work (SOW); perform complex cost and price analysis; analyze proposals and/or quotes received; review contracts and contract modifications; analyze contractor-proposed budgets; recommend revisions to various contract provisions; write Memoranda of Negotiation; and, prepare other required documentation. The incumbent maintains up-to-date contract files, prepares Contractor Performance Reports (CPR), and supports award closeouts. As required, the incumbent provides guidance to client Missions in the Region on related administrative award modifications. The incumbent is responsible for carrying out day-to-day activities in an independent manner.

This position represents the full performance level of a career ladder, beginning at

FSN-09. Attainment of this grade level represents that the incumbent has successfully completed substantial training, met agreed-upon objectives and milestones, and has performed at the Fully Successful (or equivalent) level. At this level, it is anticipated that the incumbent plays a significant role in mentoring lower-level trainees, and others, by identifying knowledge gaps and training needs.

2. Statement of Duties to be Performed

At the FSN-11 level:

- a) The incumbent provides professional-level procurement planning advice and guidance to USAID/Afghanistan Technical Offices, DO and/or AO Teams, and any designated Regional clients, including advice on procurement policy and procedures in the design and implementation of Mission activities. The incumbent coordinates the development of procurement objectives for assigned portfolios in terms of potential implementing partner (IP) organizations, competitive issues, and socioeconomic issues, and identifies and constructs appropriate contract and/or grant instruments. Negotiations are to ensure acquisition plans are current, have appropriate milestones, and related schedules are adequate.
- b) The incumbent reviews GLAAS Requisitions (REQs) requesting acquisition/assistance for major and complex programs/projects/activities and/or services. The incumbent analyzes requirements, and determines instrument selection or procurement approach, if SOWs or other program descriptions are complete, and if the request meets Federal Acquisition Regulation (FAR), Automated Directives System (ADS), Agency for International Development Acquisition Regulations (AIDAR), and/or other Mission, Agency, or United States Government (USG) policies; ensures that necessary Mission clearances have been obtained, and that waivers and other supporting documentation are complete; recommends revisions regarding SOWs, budgets, classification of terms, reporting requirements, and any special conditions, and ensures that required performance indicators are developed and included in the initial Request for Proposal or Request for Application; and, develops solicitation documentation in accordance with all appropriate regulations, selects and includes correct required clauses, and transmits solicitations for proposal using Internet-based technology. The incumbent responds to offeror questions during the proposal submission phase; and, determines the need for, and prepares, clarifying amendments as required for solicitation documents. As necessary, the incumbent holds pre-bid or consultative meetings with partners to fully explain the Agency and counterpart's needs, and to discuss solicitation documents. The incumbent applies a high degree of judgment and analysis when deciding among and between competing and often conflicting regulations and objectives, where the activities involved include multi-million-dollar issues, often with significant political and/or legal implications.
- c) The incumbent evaluates applications and offers for responsiveness to particular solicitations, and documents the relative strengths and deficiencies of each proposal; guides DO/AO Teams in the practice of 'best value'

selection, and in performance-based technical approaches; and, obtains reports and references, ensuring that past performance of the offeror is relevant and of a high quality. The incumbent ensures that offerors have adequate management, accounting, personnel, and procurement systems, and appropriate corporate leadership, resources, and quality control systems to satisfactorily carry out contracts. The incumbent requests audit reports or pre-award surveys from the Office of the Inspector General (OIG), and/or the Defense Contract Audit Agency, and obtains clearance from the Department of Labor and/or the Small Business Administration on a variety of Equal Employment Opportunity (EEO) and workplace issues. The incumbent analyzes cost proposals and technical scores from technical evaluation committees; and, based on the analysis, establishes the competitive range and presents documentation for signature to the Contracting Officer/Regional Contracting Officer. The incumbent performs analysis of cost issues, considering economic conditions and factors of material, labor, and transportation costs; examines cost and pricing data submitted by offerors, to substantiate direct and indirect costs and profit; determines reasonableness of costs submitted; ensures data provided is consistent with USAID requirements on eligible geographic sources, and that salary structures are consistent with Agency policy; and, identifies circumstances that may require a waiver. The incumbent coordinates issues of technical weakness and excessive cost with DO/AO Teams prior to commencement of negotiation; and, clarifies and, as necessary, instructs the members of the Team, host-country counterparts, and other Mission staff on the USAID procurement process. The incumbent designs the negotiation strategy, identifies areas subject to negotiation, and consults with technical specialists concerning data submitted by offerors; conducts extensive negotiations on cost and technical issues prior to contract award, presenting USAID issues of concern, and persuading offerors to upgrade technical deficiencies and reduce costs where appropriate; requests submission of Revised Final Proposals, and prepares appropriate contract or grant instruments for award; coordinates the last stages of selection with DO/AO Teams and/or the technical evaluation committee(s); negotiates and awards grants and cooperative agreements with US-based and indigenous Private Voluntary Organizations (PVOs) and Non-Governmental Organizations (NGOs), colleges and universities, and other non-profit organizations; analyzes transactions to ensure compliance with Agency cost-sharing and registration policies, as well as local laws governing status; and, coordinates contracting activities with other government agencies, frequently negotiating and drafting interagency agreements. The incumbent presents award decisions of ultimate contractor/recipient to the Contracting Officer/Regional Contracting Officer, with all the appropriate supporting documentation, including the development of appropriate performance indicators, in conjunction with DO/AO teams; and, organizes and conducts orientation meetings with selected contractors, to ensure that mobilization efforts will be conducted efficiently, and that all terms and conditions of procurement instruments are clear and well-understood by all parties. The incumbent provides support debriefings to unsuccessful offerors.

- d) The incumbent monitors contractor performance in relation to the completion schedule required by the contract or assistance instrument; ensures timely submission of technical progress reports, making periodic visits to contractor work sites, and representing the Office at performance-related meetings held by other Mission Offices; assists any client Missions to develop appropriate indicators for work plans and contract documents; ensures contractors are fully compliant with performance standards contained in the Contract, and seeks corrective action in cases of non-compliance; expedites Change Orders or revisions when circumstances require; and, issues 'show cause' or 'cure notices,' and/or recommends termination of contracts for default or for convenience, and negotiates termination settlements.
- e) The incumbent analyzes, and takes action to resolve, audit findings, such as cost items questioned or unresolved; supports recommendations with detailed analysis of each cost, category, or element as necessary; prepares necessary documents to resolve all aspects of audits, questioned or ineligible costs, and accounting issues; and, presents documentation to the Contracting Officer/Regional Contracting Officer for signature. The incumbent reviews completed (after full performance) contract files to determine that all contractual actions are satisfied, and that there are no pending administrative actions to be resolved; ensures that all file documents are signed, that there are no litigation actions pending, and that the contract is complete in every respect and ready to be closed; and, ensures that contracts nearing annual anniversaries or final completion have a completed performance report from the Contracting/Agreement Officer Representative (C/AOR), and submits reports to the Contractor for comment.
- f) The incumbent provides guidance and mentoring to junior-level staff, trainees, procurement technicians, and file clerks on basic principles of USG and USAID acquisition, general procurement management, procurement policy direction, new/changed procurement policies, etc., as required.
- g) As required, the incumbent may be called upon to provide information and advice to the Contracting Officer/Regional Contracting Officer and/or his/her designee on critical procurement issues, or on the effect of new or revised USG, USAID, or host-country requirements. The incumbent attends key Mission meetings on behalf of the Office, as assigned.

At the FSN-10 Trainee level:

- a) The incumbent (Trainee) is responsible for program/project/activity acquisition and assistance support for USAID/Afghanistan Technical Offices, DO and AO Teams, and any designated Regional clients. USAID programs are diverse and multi-sectoral. The incumbent is required to provide acquisition assistance to designated Technical Offices and/or DO/AO Teams, and to support a variety of programs/projects/activities. These programs/projects/activities are implemented through complex Government contracting and grant mechanisms, including but not limited to purchase orders, competitively negotiated technical assistance agreements, contracts, cooperative agreements, Participating Agency Service Agreements (PASA),

and sole source contracts.

- b) The incumbent (Trainee) is expected and required to select the appropriate procurement instrument type for the situation at hand, and to accurately apply USG procurement laws, regulations, policies, and procedures governing each type of instrument. The advanced developmental nature of the assignment includes the acquisition of goods and various types of services. The incumbent (Trainee) must be equally familiar with the procedures for acquisition of goods, and for managing personal service and non-personal service contracting actions
- c) The incumbent (Trainee) is expected to work with technical specialists/activity managers in Technical Offices and DO/AO Teams throughout the Mission and the Region, assisting in the preparation of annual procurement plans, the development of clear and concise statements of work, and full supporting documentation. The incumbent (Trainee) must be able to provide authoritative technical guidance to technical specialists/activity managers, pertaining to their procurement-related responsibilities and procedures. Specific duties include:

Pre-Award Duties – the incumbent (Trainee) assists technical DO/AO Team personnel in the analysis of annual program plans, and advises on the selection of appropriate acquisition and assistance mechanisms to help achieve program objectives; assists technical personnel in the preparation of required descriptions of proposed activities, including statements of work, specifications, and activity descriptions; prepares pre-solicitation documents and clearances, including determinations, justifications, synopses, and solicitations and, reviews GLAAS Requisitions (REQs) for completeness and clarity. The incumbent (Trainee) advises on the adequacy of evaluation criteria, proposed contracting mechanisms, the extent of advertising required, and any other required terms and conditions. In coordination with Technical Offices and/or representatives of host-country governments, the incumbent (Trainee) evaluates and analyzes bids and proposals, ensuring compliance with evaluation criteria. The incumbent (Trainee) assists in the development of pre-negotiation costs or programmatic objectives, in conjunction with the Contracting/Regional Contracting Officer and/or his/her designee, technical personnel, and others; recommends the competitive range, and negotiates with potential awardees; documents negotiations in writing; assists in technical and cost evaluations; recommends the selected contractor and prepares contract files, to include making required certifications and determinations necessary for each procurement action: and, prepares award documents that accurately reflect all discussions and provisions relevant to the type of award mechanism to be implemented.

Post-Award Duties – The incumbent (Trainee) monitors performance as required by the terms and conditions of the award, through review of performance and review of financial reports; manages the assigned portfolio; assures that funding is available when required; and, works with DO/AO Teams/CORs/AORs to assure targets/milestones are set and being met (or that remedial action is taken), and that the overall goals of the

program/project/activity are met; conducts site visits and attends meetings; and, provides guidance to technical personnel and assists in programmatic duties as required to avoid contractual/legal improprieties. The incumbent (Trainee) assists the CO/RCO with issues that may arise during contract performance, including changes, work stoppages, disputes, implementation problems, defaults, cost overruns, unacceptable performance, and payment problems.

- d) The incumbent (Trainee) conducts closeouts of contracts, grants, and cooperative agreements after completion; closeouts include ensuring contract audits are conducted in a timely manner, preparing performance documentation, and resolving outstanding issues noted in audits.

At the FSN-09 Trainee level:

- a) The incumbent (Trainee) is responsible for providing basic project acquisition and assistance support to USAID/Afghanistan Technical Offices, DO and AO Teams, and any designated Regional clients. USAID programs are diverse and multi-sectoral. The incumbent (Trainee) is required to provide basic and limited acquisition assistance to designated Technical Offices, DO, and/or AO Teams, and to support a variety of programs/projects/activities. These programs/projects/activities are implemented through complex Government contracting and grant mechanisms, including but not limited to purchase orders, competitively negotiated technical assistance agreements, contracts, cooperative agreements, Participating Agency Service Agreements (PASA), and sole source contracts, requiring the Specialist (Trainee) to become familiar with the full range of USAID procurement instruments.
- b) The incumbent (Trainee) is assigned work in such a manner as to provide training and the basis for independent selection of appropriate procurement instrument types for the situation at hand, and to accurately apply USG procurement laws, regulations, policies, and procedures governing each type of instrument. The developmental nature of the assignment provides exposure to the acquisition of goods and various types of services. The incumbent (Trainee) will become equally familiar with the procedures for acquisition of goods, and for managing personal service and non-personal service contracting actions.
- c) The incumbent (Trainee) is expected to work with higher-level Specialists/Officers, and with technical specialists/activity managers in DO and AO Teams throughout Mission and/or the Region, assisting in the preparation of annual procurement plans, clear and concise statements of work, and supporting documentation. The incumbent (Trainee) will develop the ability to provide authoritative technical guidance to technical specialists/activity managers pertaining to their procurement-related responsibilities and procedures. Specific developmental duties include:

Pre-Award Duties – the incumbent (Trainee) participates in meetings on procurement planning; collates data, and prepares and updates tracking tools in order to monitor pending procurements; works with clients to assist in the

preparation of justifications, waivers, and other necessary approvals, as needed; and, reviews GLAAS Requisitions (REQs) for completeness and clarity before endorsing them to higher-level Specialists/Officers. Prepares solicitation documents in GLAAS, and the electronically posts Simplified Acquisitions and Personal Services Contracts (PSC); and, works with higher-level Specialists/Officers to ensure compliance with FAR and AIDAR advertisement requirements, including publication of synopses and solicitations, as prescribed. The incumbent (Trainee) works with higher-level Specialists/Officers to prepare Requests for Proposal and Requests for Application. The incumbent (Trainee) assists higher-level Specialists/Officers in pre-award activities for competitive solicitations, and with pre-award assessment surveys of potential contractors or recipients, in order to ensure eligibility prior to an award being made.

Post-Award Duties – the incumbent (Trainee) assists higher-level Specialists/Officers in monitoring performance as required by the terms and conditions of the award, through reviews of performance and reviews of financial reports. The incumbent (Trainee) manages the assigned developmental portfolio, assuring that funding is available when required; and, under the guidance of higher-level Specialists/Officers works with AO Teams/CORs/AORs to assure targets/milestones are set and being met (or that remedial action is taken), and that the overall goals of the program/project/activity are met. As assigned, the incumbent (Trainee) conducts site visits and attends meetings. The incumbent (Trainee) provides guidance to technical personnel, and assists in programmatic duties as required to avoid contractual/legal improprieties, seeking guidance from higher-level Specialists/Officers as required. The incumbent (Trainee) assists in researching and resolving issues that may arise during contract performance, including changes, work stoppages, disputes, implementation problems, defaults, cost overruns, unacceptable performance, and payment problems.

- d) The incumbent (Trainee) assists in the conduct of closeouts of contracts, grants, and cooperative agreements after completion. These include ensuring contract audits are conducted in a timely manner, preparing performance documentation, and resolving outstanding issues noted in audits.

3. Supervisory Relationship

At the FSN-11 level:

The incumbent works under the general guidance of the Contracting Officer (CO)/Regional Contracting Officer (RCO) and/or his/her designee, who makes assignments in terms of the broad range of procurement actions the incumbent will perform. The incumbent works with considerable independence, initiating necessary coordination with requesting Mission CORs/AORs, Technical Offices, and DO and AO Teams, providing policy and strategic guidance on how to best fulfill requirements, and with the Office of Financial Management (OFM) and Regional Legal Office (RLO), the staffs of other agencies, and with awardees. The incumbent keeps the CO/R CO and/or his/her designee updated through periodic status reports, and through verbal briefings. Completed work is reviewed from the overall standpoint

of providing a viable procurement approach for results achieved, in meeting delivery schedules, and in the selection of appropriate contract methods.

At the FSN-10 Trainee level:

The incumbent works under the general guidance of the CO/RCO and/or his/her designee, or a higher-level Specialist/Officer, who makes assignments in terms of the range of procurement actions the incumbent will perform. The incumbent independently initiates necessary coordination with requesting Mission CORs/AORs, Technical Offices, and DO and AO Teams providing policy and strategic guidance on how to best fulfill requirements, and with OFM and RLO, staffs of other agencies, and with awardees. The incumbent keeps the CO/RCO, and/or his/her designee, updated through periodic status reports and through verbal briefings. Completed work is reviewed from the overall standpoint of providing a viable procurement approach for results achieved, in meeting delivery schedules, and in the selection of appropriate contract methods.

At the FSN- 09 Trainee level:

The incumbent (Trainee) works under the general supervision of the CO/RCO and/or his/her designee, or a higher-level Specialist/Officer, who makes assignments in terms of the broad range of developmental procurement actions the Trainee will perform. The incumbent (Trainee) will independently initiate necessary coordination with requesting Mission CORs/AORs, Technical Offices, and DO and AO Teams, providing basic policy guidance on how to best fulfill requirements, with OFM and RLO as necessary, and with staffs of other agencies, and with awardees. The incumbent (Trainee) will keep the higher-level Specialist/Officer, and/or the CO/RCO, and/or his/her designee, updated through status reports and verbal briefings. Completed work is reviewed closely at this level, in terms of reviewing the procurement approach for results achieved, in meeting delivery schedules, and in the selection of appropriate contract methods.

4. Supervisory Controls

At the FSN-11 level:

The incumbent may be assigned as a group/Team Leader, but will not serve as a full supervisor. The incumbent is expected to serve as mentor to lower-level trainees, and others, by identifying knowledge gaps and training needs, and to provide other work guidance to lower-level acquisition staff, trainees and clerks as assigned.

At the FSN-10 level:

None, although the incumbent may be assigned as an acting team leader for short periods of time. The incumbent may provide limited guidance to lower-level acquisition staff, trainees and clerks.

At the FSN-09 level:

None.

10. AREA OF CONSIDERATION:

Cooperating Country Nationals (CCN), meaning an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

According to ADS 309.3.1.4 d. “

USAID policy is that a CCNPSC is preferred over a TCNPSC in order to integrate the foreign assistance effort into the community, enhance the skills of the cooperating country's population, and contribute to the local economy.”

11. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

12. POINT OF CONTACT:-

Any questions about this solicitation may be directed to: KblAIDHR@usaid.gov. Applications submitted to this email address will not be considered.

Note: No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** A Bachelor's degree in accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and/or organization and management is required. (Education requirement must be met at the time of application for the subject position).

- b. **Work Experience:**

At the FSN-11 level:

A minimum of Five (5) years of progressively responsible experience in acquisition and assistance is required. As this position is part of a recognized and established career ladder, a minimum of two (2) years of this experience must have been gained working in a USAID Contracting/A&A Office, with at least one (1) year at the next lower, FSN-10, grade level. (Work experience requirement must be met at the time of application for the subject position).

At the FSN-10 Trainee level:

A minimum of Four (4) years of progressively responsible experience in acquisition and assistance, development assistance, or a closely related field is required. As this position is part of a recognized and established career ladder, a minimum of one (1) year of this experience must have been gained working in a USAID Contracting/A&A Office at no less than the next lower grade level. (Work experience requirement must be met at the time of application for the subject position).

At the FSN-09 Trainee level:

A minimum of Three (3) years of progressively responsible experience in acquisition and assistance, development assistance, or a closely related field is required. One (1) year of this experience must have been gained working in a position equivalent to no less than the next lower level of CCN responsibility in this or a related occupation, within a USG organization, the Host Government, the private sector, or within an international or donor organization, in an English-language work environment. (Work experience requirement must be met at the time of application for the subject position).

- c. **Language:** Level IV (Fluent) English and local language proficiency (if appropriate), both oral and written, is required. (English language ability will be tested).

- d. **Knowledge:**

At the FSN-11 level:

Knowledge of US Federal and USAID Acquisition Regulations, and knowledge and understanding of how to execute and administer a complex acquisition and assistance portfolio is required, particularly as it relates to acquisition through methods of negotiation, sealed bidding, small purchase procedures, and that result in standard and established contract types. A good knowledge of host-country and regional markets pertaining to program/project/activity requirements for services and commodities, and a good knowledge and understanding of US market and pricing methods is required. Knowledge of business processes in public or private sectors is required.

At the FSN-10 and FSN-09 Trainee level:

Knowledge of public and/or private-sector business processes, or the ability to quickly gain such knowledge, is required. An understanding of US Federal and USAID Acquisition Regulations, and/or knowledge and understanding of how to execute and administer a complex acquisition portfolio, and/or the ability to quickly gain such understanding, is required, particularly as it relates to acquisition through methods of negotiation, sealed bidding, small purchase procedures, and that result in standard and established contract types. A basic understanding of markets pertaining to program/project/activity requirements for services and commodities, and a good knowledge.

- e. **Skills and Abilities:**

At the FSN-11 level:

The ability to plan and administer large acquisition activities, and provide adequate acquisition assistance and support for agency programs/projects/activities in a timely manner is required. The ability to apply governing contracting regulations, procedures, and policies to individual complex acquisition and assistance programs is required. An ability to deal effectively with high-level representatives of the US and Regional business community, and with colleagues in USAID Missions and/or host

governments throughout the Region is required. Skill in the use of most elements of the Microsoft Business suite is required. Good analytical, negotiating, and time management skills, along with strong proofreading skills and attention to detail, are required. The ability to work calmly, tactfully, and effectively under pressure is essential, as well as the ability to maintain strict CONFIDENTIALITY, and meet all STANDARDS OF CONDUCT/ETHICS STANDARDS in accordance with US law throughout all phases of acquisition and assistance procurement processes.

At the FSN-10 Trainee level:

The ability to plan and administer acquisition activities, and provide adequate acquisition assistance and support for agency programs and projects in a timely manner is required. The ability to apply governing contracting regulations, procedures, and policies to assigned acquisition and assistance programs is required. An ability to deal effectively with high-level representatives of the US and Regional business community, and with colleagues in USAID Missions and/or host governments throughout the Region is required. Skill in the use of most elements of the Microsoft Business suite is required. Good analytical, negotiating, and time management skills, along with strong proofreading skills and attention to detail, are required. The ability to work calmly, tactfully, and effectively under pressure is essential, as well as the ability to maintain strict CONFIDENTIALITY, and meet all STANDARDS OF CONDUCT/ETHICS STANDARDS in accordance with US law throughout all phases of acquisition and assistance procurement processes.

At the FSN-09 Trainee level

The potential to acquire the ability to plan and administer acquisition activities, and provide acquisition assistance and support for Agency programs and projects in a timely manner, is required. The potential to gain the ability to apply contracting regulations, procedures, and policies to individual acquisition and assistance programs is required. And, an ability to deal effectively with high-level representatives of the US and Regional business community, and with colleagues in USAID Missions and/or host governments throughout the Region is required. Skill in the use of most elements of the Microsoft Business suite is desired. Good analytical, negotiating, and time management skills, along with strong proofreading skills and attention to detail, are required. The ability to work calmly, tactfully, and effectively under pressure is essential, as well as the ability to maintain strict CONFIDENTIALITY, and meet all STANDARDS OF CONDUCT/ETHICS STANDARDS in accordance with US law throughout all phases of acquisition and assistance procurement processes.

III. EVALUATION AND SELECTION FACTORS

- | | |
|------------------------|-------------------|
| • Work Experience | 40 points |
| • Knowledge | 30 points |
| • Skills and Abilities | 30 points |
| Maximum Points: | 100 points |

After an initial application screening, the best qualified applicants will be invited for a written examination, English Proficiency Test and to an oral interview.

IV. PRESENTING AN OFFER

13. Applicants are requested to submit a complete application package which must include all required documents (provided below) to AFPAKjobs@usaid.gov with a Subject line or offer submission: **Acquisition and Assistance Specialist (72030618R10027).**

Offers must be received by the closing date and time specified in **Section I, item 3**

REQUIRED DOCUMENTS:

- a. Cover memo/email text that outlines how your qualifications and experience meet the selection criteria.
- b. Updated and signed version of Application for Employment as a Locally Employed Staff (DS-174) https://af.usembassy.gov/wp-content/uploads/sites/268/Form_DS-174.doc (A copy of the DS-174 form can also be downloaded from ACBAR.org under this link <http://www.acbar.org/applicationform>. Applicants who are accessing this solicitation through jobs.af can download directly from the website) AND
- c. A current resume or curriculum vitae.

IN ORDER TO HAVE YOUR APPLICATION CONSIDERED, YOU MUST SUBMIT ALL THREE REQUIRED DOCUMENTS. IF YOU OMIT ANY OF THE REQUIRED DOCUMENTS, COVER PAGE, CV OR UPDATED AND SIGNED DS-174 FORM, YOUR APPLICATION WILL NOT BE CONSIDERED.

Note:

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with unsigned/old DS-174 form will not be considered.
- Ø Applications with insufficient, incomplete and inconsistent information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø Applications submitted as .RAR file will not be accepted by the system
- Ø Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.
- Ø Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.
- Ø The Agency retains the full right to cancel or amend the solicitation and associated actions.
- Ø Offers must be received by the closing date and time specified in **Section I, item 3.**

- Ø To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

1. Pre-employment Medical History and Examination Form
2. U.S Embassy Kabul Security Certification Request
3. Appointment Affidavits Standard Form 61

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

BENEFITS and ALLOWANCES:

- a. **25% Unique Conditions of Work Allowance (UCWA)**
- b. **Transport Shuttle Service to Female Staff Only**
- c. **Premium Pay**
- d. **Leave Benefits**
- e. **Medical Benefits**
- f. **Death and Disability Benefits**
- g. **Retirement and other end of service benefits**
- h. **Travel and TDY Benefits**

VII. TAXES

Local Employee Staff (CCN) is responsible for paying local income taxes. The U.S Mission does not withhold year end local income tax payments.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCNPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad, “including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf .
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms> .
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.

4. **Ethical Conduct.**-By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**.-See <https://www.oge.gov/web/oge/nsf/OGE%20Regulations>.

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.